

WRITING GUIDELINES FOR *HIGH FRONTIER JOURNAL*

High Frontier, the journal for space and cyberspace professionals, provides a scholarly forum for space professionals to exchange knowledge and ideas on space- and cyber-related issues throughout the space community. Published quarterly.

Archived issues available at:
<http://www.afspc.af.mil/library/highfrontierjournal.asp>

Authors should follow these guidelines in preparing articles and accompanying artwork for publication in the journal.

Preparing the Manuscript

Articles should be prepared in Microsoft Word. Please note on the first page of your manuscript:

- 1) Your full name and title as it will appear in the publication
- 2) Include your contact information - telephone no. and e-mail address
- 3) Total page count

We accept FINAL articles only please do not send a "draft" article.

Articles must be prepared in 8.5-by-11 inch letter format, double-spaced, and avoid first person.

The document filename must be descriptive instead of nonsensical.
(i.e., "JONES_SATCOM_vol7no4"

Articles (including endnotes) must be written using the Air University Style Guide for writers and editors, located as a download at
<http://aupress.maxwell.af.mil/digital/pdf/book/au-1.pdf>

The average length of most journal articles is approximately 1,500-4,500 words, roughly two to six journal pages including images. Endnotes and bio text are not included in the overall word count. We stress that you include endnotes*. Many editions receive a high volume of article submissions and due to our budget we have a cap on how many pages we may print. We advise authors to try to keep articles at four pages, approximately 3,000 words.

* Endnotes are the accepted form for identifying sources in the journal; endnotes have the advantage of gathering all notes at the end of the article, thus avoiding any disruptions to the flow of content.

Make sure hierarchy of subheadings is consistent and easily identifiable in your word document.

All acronyms and abbreviations must be defined in full at first mention.

Formatting Illustrations

Images/artwork - Do not import images into another document such as Microsoft Word for submission. Submit images as individual, high resolution (300 dpi or higher) files only. Images include photographs, presentation slides (please send the original PPT slides), charts,

graphs, tables, or line art. Please note in the article word doc body where you would like the images to be placed (such as, place figure 1 here). Also include captions and approved sources (do not just pull an image from the Internet, you must have permission

Authors must submit a current official photo and short biography along with article submission. Go by the biography style found in previous *High Frontier* articles -- include: official name, education, current position and responsibilities, past positions, and additional schooling/awards/etc. Please note that biographies may be shortened due to available space.

Communicating the Message

Authors should strive for clarity. Simple, direct words communicate best. Because the intent of the journal is to increase knowledge through discussion and debate, authors should write to communicate, not to impress.

Security and Policy Review (S&PR)

All articles submitted by Department of Defense personnel must be accompanied by a S&PR. Please see your local Public Affairs office for review requirements. Please note: S&PRs may take many weeks to complete, check with your organization early in production to see what type of timetable will be required.